



200 W 2nd Street, Freeport, TX 77541 ** 979-233-3526 ** FAX 979-233-3205 ** www.freeport.tx.us

POSITION TITLE: Crew Leader-Grounds
DEPARTMENT: Parks Department
RATE CLASS: Hourly/Monday-Friday
REPORTS TO: Parks and Recreation Director and Parks Supervisor
SHIFT: 8AM-5PM, M-F (May be changed at the discretion of the City of Freeport)
Some overtime required, rotating on call 7 days a week

EDUCATION AND

EXPERIENCE: High School Diploma or GED. Two years experience in grounds care a plus, not required

JOB SUMMARY:

All aspects of mowing, edging, weed eating, trimming, hedging, and blowing grass clippings/leaves from assigned areas. This consist of knowing how to adjust the mowing schedule to accommodate our schedule pertaining to events, rentals, and with weather related issues. Must be able to work with other employees, and help assist in decision making. Assign tasks to crews so there will be no down time between tasks. Oversee community service, assuring safety and performance hours. . Crew leader will be responsible for community service paperwork to be filled out and turned in accordingly. Be able to see that the crew has the proper tools and supplies to perform their daily task. Crew leader must be fair and helpful to all employees. Must follow rules of : no grass or leaves blown in storm drains, keep inlets clear of debris, and make sure grass and leaves are always blown off of street and curbs. Must be able to perform other duties as assigned. Crew leader will have to be able to schedule and assist with the duties of planting seasonal flowers and preparing flowerbeds. Must have knowledge of freeze protection and preventive measures with flowerbeds. Some knowledge of irrigation and willingness to be trained in this field. Employee will keep area stocked with materials needed for job duties. Employee will supervise and work with crew at job site. Crew leader-Grounds will be responsible for putting up Christmas lights in their assigned areas.

TOOLS AND EQUIPMENT:

- 15 ft Mowing experience
- 72" mower experience
- Small equipment experience
- Mowers, weed eaters, pesticides, spraying

- Small tools and equipment pertaining to parks maintenance and repair
- Simple office and documentation abilities (Know how to write legibly and able to be understood by Supervisor)

DUTIES & RESPONSIBILITIES:

- Maintain tools and parks equipment.
- Maintain service repair orders
- Maintain maintenance schedules and perform preventative maintenance
- Order and acquire parts and supplies as needed
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality service.
- Maintain familiarity with industry specific methods and procedures; along with, terminology and symbols
- Communicate orally with supervisors, co-workers, and the public in a variety of settings
- Use and interpret graphic instructions such as mechanic manuals
- Maintain records with accuracy and neatness
- Follow all safety procedures
- Be available for call-out
- Train others when required
- Properly inspect vehicles and maintain necessary records
- Schedule and oversee major repairs sent to outside vendors
- Operate and maintain all computer programs and documents utilized within the department
- Demonstrate continuous effort to improve knowledge and skills within this field

OTHER QUALIFICATIONS:

- Be able to read and follow instructions
- Write reports as well as accurate documentation of maintenance forms
- Work with other employees on a daily basis
- Responsible for upkeep of equipment
- Knowledge of operating equipment
- **Employee must have a valid class C driver's license**

OTHER DUTIES:

- Be safety conscious of all equipment; weed eaters; mowing tractors; chainsaw; pole saws
- Regularly check equipment to identify repair and maintenance needs. Timely submit equipment for repair along with required paperwork to proper personnel.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee is frequently exposed to the outdoors, in dry, hot, cold, wet, and/or humid conditions. The noise level in the work environment is moderately quiet.
- The employee in this position will be required to remain available for immediate call-in duty to any natural or manmade disaster, or any other event the Parks Department may deem necessary.

This job description is intended to describe the general nature of work performed by the Crew Leader-Grounds and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor.

PHYSICAL/MENTAL REQUIREMENTS:

Physical: Must be able to pass a physical examination and drug screen. Must also be able to sit, stand, walk, and lift heavy loads (50lbs max) for extended periods of time. Must also be able to kneel; and must have proficient vision, hearing, and verbal abilities. Must be able to travel to job sites within the city and limited travel outside the city. This position requires strenuous physical work as well as continual movement and lifting. Job assignments may require work under adverse weather and physical conditions.

Mental: Ability to work under pressure, with time constraints, and with numerous distractions. Must be able to maintain good ethics, working relationships and public service skills in adverse circumstances. Must be able to comprehend and follow instructions, be a team player, self starter, and take initiative. Able to follow processes and procedures. Able to work with the Parks Department Director on task sheets and other duty related materials.

SECTION GUIDELINES

Formal application, rating of education and experience; oral interview, reference and criminal background checks, physical fitness and drug screens are required. In addition, job related tests may also be required. The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Freeport and the employee. All employee job descriptions, pay rates, and employment are subject to change at the discretion of the City Manager as the needs of the City change with or without notice. The City of Freeport is an employment-at-will employer as defined under the Texas common law. As such, the employment relationship between the employee and the City is terminable at the will of either the City or the employee, with or without cause, at the time with or without notice, and for any reason.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

Employee Signature

Date